



### Belda Fund Travel Reimbursement Application (for unpaid internships)

The Belda Fund allows for reimbursement of up to \$500 per year in travel costs associated with doing an unpaid internship in NE Ohio. Internships must be registered for academic credit either through the Center for Career Services (CE 199,102,103, or 104) or through a qualifying departmental internship listed below. Funding is not guaranteed and will be awarded on a first come, first serve basis. The reimbursement will be awarded at the end of the internship in the form of a personal check or direct deposit. You may not receive the Belda and Lavelle scholarships at the same time.

**Application Process** : Students must submit a projected expense sheet including **mapquest or google maps** for mileage, parking, RTA, bus fare, etc. by the first deadline listed for the semester in which the internship will occur. Students must then submit a final expense sheet by the second deadline with details of actual mileage driven, actual expenses incurred including receipts, that must be signed by the student’s internship supervisor and JCU internship coordinator in order to receive funding.

*Deadlines to submit **projected** travel costs to be eligible for Belda Fund:*

- **Fall 2013: Friday, September 27 by 4:30 PM**
- Spring 2014: Friday, February 21 by 4:30 PM
- Summer 2014: Friday, June 27 by 4:30pm

*Deadlines to submit **actual** travel costs (signed by student, student’s internship supervisor and the internship course instructor – when it is through an academic department):*

- **Fall 2013: Wednesday, December 6 by 4:30 PM**
- Spring 2014: Wednesday, May 2 by 4:30 PM
- Summer 2014: Wednesday, August 13 by 4:30 PM

**PLEASE CIRCLE THE COURSE YOU ARE TAKING:**

AR122	AR473	CE102	CE103	CE104	CE199
CO161	CO475	CO476	CO497 A	CS478	EN289
GR396	IB492	IB490	HS498	MN401	PE497
PJHR301	PJHR375	PO390 (A-D)	PS480-489	PS494	SC475
SC494	TRS491				

Semester:  Summer 20   Spring 20   Fall 20

**STUDENT INFORMATION**

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

**ORGANIZATION INFORMATION**

Organization Name : \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, Zip : \_\_\_\_\_

Student’s supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Work telephone: \_\_\_\_\_ Work email: \_\_\_\_\_